

State of Montana  
Office of the State Public Defender  
**REQUEST FOR PRE-APPROVAL OF CLIENT COSTS**

All client costs (including travel) exceeding \$200 per task in each case must be pre-approved by submitting this request form to the appropriate person as follows:

- The Regional Deputy Public Defender in cases assigned to an FTE, or a non-conflict case assigned to a contract attorney
- The Conflict Coordinator in cases assigned to conflict attorneys (44 W. Park, Butte MT 59701)
- The Chief Appellate Defender in appellate cases (P.O. Box 200145, Helena MT 59620)

Note: Mental health and investigative services require a different form specific to those services.

<hr/> Requesting Attorney's Name	<hr/> Date
<hr/> Case Name	<hr/> OPD Case ID Number
<hr/> Task Provider's Name	<hr/> Region Case Originated
<hr/> Requested Pre-Approval Amount for Task	<hr/> Requested Pre-Approval Amount for Travel (time & miles)

*Note: travel reimbursement is paid at the **current state rate** for mileage, lodging and per diem.*

The requesting attorney is responsible for keeping the pre-approved costs within the pre-approved amount. If costs are anticipated to exceed the pre-approved amount, the task must be resubmitted for approval of a supplemental amount on a new form prior to incurring any additional costs. It is imperative for the requesting attorney to monitor costs expended to date so as not to delay the supplemental process.

Short Justification for Task and Cost: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

<hr/> Requesting Attorney Signature	<hr/> Date
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The Requesting Attorney must complete and forward this form to the appropriate person for approval (see above).

<hr/> Authorized Signature	<input type="checkbox"/> Approve <input type="checkbox"/> Deny	<hr/> Date
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**NOTE:** Regional Deputy Public Defenders must submit all pre-approval requests in any amount exceeding \$200 to the Central Office for approval. The Chief Public Defender will review FTE attorney requests. The Contract Manager will review non-conflict contract attorney requests. The Conflict Coordinator will review conflict contract attorney requests.

<b>For Central Office Use Only</b>	
<input type="checkbox"/> Approve <input type="checkbox"/> Deny	
<hr/> Conflict Coordinator/Contract Manager/Chief Public Defender	<hr/> Date